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EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

June 10, 1955

CIRCULAR NO. A-30
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Employees Uniform Allowance Act

1. Purpose. This Circular prescribes rules and regulations, as directed by section 404 of Public Law 763, approved September 1, 1954 (68 Stat. 1105), to provide for uniform administration of title IV thereof, which deals with the furnishing of employee uniforms and the payment of uniform allowances.*

This revised Circular supersedes Circular No. A-30 dated November 12, 1954. The changes are as follows:

- a. In paragraph 2, the date for the effectiveness of regulations ("in effect on September 1, 1954") has been deleted, in accord with Public Law 37, approved May 13, 1955 (69 Stat. 49), which amended section 402 of Public Law 763 by deleting from the first sentence of the section the words "existing on the date of enactment."
- b. In paragraph 6c, advance payment of uniform allowances has been authorized under the limitations specified therein, and agencies which do not elect to pay in advance are required to pay for each completed period of service on a payroll-period basis.

2. Coverage of title IV. Title IV applies to each agency of the Government of the United States or of the District of Columbia, including Government-owned corporations. It authorizes annual appropriations to each agency, upon a showing of the necessity or desirability thereof, to provide for the furnishing of uniforms at a cost not exceeding \$100 per annum, or the payment of an annual allowance not exceeding \$100 for the acquisition of uniforms, to any employee who is required by regulations or by law to wear a prescribed uniform when on official duty. Title IV does not authorize appropriations for the upkeep of uniforms.

3. Use of prior authorization. Where the furnishing of uniforms or the payment of uniform allowances to certain employees is authorized under any other provision of law or regulation existing on September 1, 1954, the agency head, in his discretion, may continue

*Authorization for the provision of protective clothing is contained in section 13, Public Law 600, approved August 2, 1946 (5 U.S.C. 118g).

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to furnish such uniforms or to pay such allowances under the prior authorization, but in that case, no uniforms shall be furnished or allowances paid to the same employees under title IV. The prior authorization and the authorization in title IV may, however, be used concurrently for different employees in the same agency.

4. General.

- a. Review of existing regulations. Each agency head shall review the regulations of his agency, existing on September 1, 1954, which require that a uniform be worn by any employee of the agency when on official duty. He shall determine whether the wearing of a prescribed uniform is in the best interests of the agency, and shall revoke any such regulation that he deems unnecessary or unjustifiable.
- b. Determining application of title IV. When the wearing of a uniform continues to be required by regulation or by law, the agency head shall determine, for each group of employees subject to the same uniform requirements, whether the best interests of the agency will be served by furnishing uniforms under title IV; by paying uniform allowances under title IV; or by continuing to furnish uniforms or to pay uniform allowances under prior authorization. In making such determinations, the agency head shall consider, with respect to the various alternatives, (1) the comparative cost to the Government, including administrative expenses; and (2) the comparative advantages to employees.
- c. Initiating benefits under title IV. Unless the agency head has elected to continue under prior authorization, the authorization to furnish uniforms or to pay uniform allowances under title IV shall be put into effect for all eligible employees on the date that appropriations therefor are made available by Congress, and no benefits shall accrue prior to that date.
- d. Application of the \$100 annual limitation per employee. The annual period to which the limitation of \$100 per employee applies shall begin with the date on which an employee first becomes eligible for uniforms or a uniform allowance under title IV.

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5. Furnishing uniforms under title IV.

- a. Acquisition of uniforms. Uniforms to be furnished employees under authority of title IV may be acquired by the agency either through purchase or rental, except that no rental contract may include provision for cleaning or laundry services at Government expense.
- b. Standards. Whenever an agency head elects to furnish uniforms under title IV to any employee, he shall by regulation establish standards governing initial issuances and subsequent replacements. Such standards shall indicate, for each group of employees subject to the same uniform requirements, the quantity of each article of prescribed clothing to be issued initially to each employee, and the conditions and methods of replacement. Standards for initial issuances shall be based on a determination of the reasonable uniform requirements of employees, subject to the limitation that the total cost of uniforms issued by the agency to any employee shall not exceed \$100 per annum.
- c. Control of uniforms. All uniforms purchased by the agency for issuance to employees shall remain the property of the Government, and shall be turned in by employees who no longer require them for official duty. The agency head shall issue regulations providing for suitable responsibility and accountability by employees to whom uniforms are issued.

6. Paying uniform allowances under title IV.

- a. Standards. In order that uniform allowances may, insofar as possible, approximate the actual expenses of employees for acquisition of uniforms, each agency shall develop standards for each group of employees subject to the same uniform requirements. Such standards (1) shall be based on a determination of the average annual uniform requirements of the employee and the current prices of representative suppliers; and (2) shall provide for an annual allowance of a definite sum, not exceeding \$100, to each eligible employee. Prices on which such cost estimates are based shall be reviewed annually, and the standards adjusted as necessary to reflect changes.
- b. Temporary employees or substitutes. The amount payable to a temporary or substitute employee who is otherwise eligible for a uniform allowance shall be determined by adjusting the standard

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for an annual allowance to take account of any reduced requirements which result from the limited period and nature of employment.

- c. Frequency of payments. The first annual uniform allowance or any portion of it may be paid in advance to an existing employee entitled to a uniform allowance or to an employee entering upon duty in a job subject to uniform requirements. Subsequent allowances may be paid in advance on a quarterly basis or at more frequent intervals if the agency head deems necessary. At the discretion of an agency head, however, an agency which does not elect to pay either initial or subsequent allowances in advance shall pay such allowances for each completed period of service on a payroll-period basis. No employee shall be required to make a refund on an advance allowance payment.

7. Issuance of further regulations. After proposed agency practices have been reviewed, the Bureau of the Budget will issue such further regulations as are necessary to assure uniform administration as required under the law.

ROWLAND R. HUGHES
Director

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